

30 JUN 1975

MEMORANDUM FOR: Chief, Plans & Programs Staff, OL

SUBJECT : Fighting Inflation and Reducing Daily Operating Costs

REFERENCES : (a) Memo for D/L fm C/PD/OL dtd 12/13/74,
subject: Material for Presentation
at the Winter Conference of Deputy
Directors

(b) Memo for C/P&PS/OL fm C/PD/OL dtd 4/1/75,
subject: Study on the Past and Projected
Impacts of Inflation on DD/A Operations

(c) Multiple Adse Memo fm D/L dtd 6/12/75,
subject: Fighting Inflation and Reducing
Daily Operating Costs

1. As requested in reference (c), we have reviewed our previous submissions regarding the reduction of daily operating costs (references [a] and [b]) and have determined that we continue to follow conservative efforts as stated below:

Cost Reduction Measures

Problems and/or Suggested Improvements

Developing Cost Conscientiousness in use of office supplies

Chief, PD/OL has requested all branch chiefs to emphasize to all employees the need for judicious use of all paper products, forms, and other supplies. Employees have also been advised that fitness reports will include a statement regarding not only employees' cost conscientiousness but paper shortage awareness.

Return unnecessary supplies to stock rooms

All employees have been requested to return surplus supplies, such as staplers, dictionaries, folders, pencils, pens, ashtrays, etc., to the stock rooms for re-use.

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<u>Cost Reduction Measures</u>	<u>Problems and/or Suggested Improvements</u>
Eliminate unnecessary office machinery and/or furniture including rental	All employees have been encouraged to identify unused office machinery or leased equipment and office furniture.
Service Contracts	In an attempt to conserve paper, typing time, clause negotiation, and postage costs, PD/OL is sending 50 percent of their service contracts out with an option to renew for the next year. Thereby, the contract can be reviewed with a short amendment rather than a totally new contract. (50 percent each year to stagger requirements.)
Energy Conservation	All PD/OL employees are requested to turn out the lights in the offices when not occupied and ensure that all office machines (typewriters, calculators) are turned off at the end of each work day and/or when not in use.
Telephone Service	All PD/OL personnel have been reminded to place long distance telephone calls through the Agency operator who has access to numerous tie lines and fixed-priced lines, especially when calling [REDACTED]. They have also been reminded that personal calls should only be placed in emergency cases.

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2. PD/OL has not adopted any new cost reduction measures during this past quarter.

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[REDACTED]
Chief, Procurement Division, OL

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